



NORTH CAROLINA NATIONAL GUARD AGR VACANCY ANNOUNCEMENT



POSITION AND DUTY MOS: SR Human Resource Specialist, 42A40	RANK/GRADE: SFC/E7 (ON BOARD AGR ONLY)	<input type="checkbox"/> <input checked="" type="checkbox"/>	NATIONWIDE NCARNG SOLDIERS ONLY	ANNOUNCEMENT #: AGR-FTM 2017-45
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UNIT, LOCATION, POC:
JFHQ-HHD-NC/ Raleigh, NC
POC: 1SG Sopala (984) 664-6122
andrew.j.sopala.mil@mail.mil

OPENS:
22 March 2017

CLOSES:
5 April 2017

POSITION DESCRIPTION: Provide guidance and process AGR retirements, AGR deferred retirements, AGR resignations, process DD 214s and separation orders. Track and manage AGR Retention Control Points. Track and process Career Status Bonuses for AGR Soldiers. Submit and track requests and waivers through E-tracker. Track AGR medical issues to include profiles, Convalescent leave, requesting Fitness for Duty (FFD), Medical Evaluation Board (MEB), and Physical Evaluation Board (PEB). Supervise NCO that processes AGR pay actions, AGR Mob/Demob process and Leave Log.

QUALIFICATION REQUIREMENTS: **Must be qualified in MOS 42A (PMOS, SMOS, AMOS). ANY NON-QUALIFIED APPLICANT WILL NOT BE CONSIDERED FOR INTERVIEW.** Must meet height/weight standards of AR 600-9 and present good military bearing. Must participate in physical fitness training in accordance with applicable regulations. Soldier will take the Army PT test semi-annually. Must have the appropriate security clearance as prescribed by the MOS and duties assigned within the unit. Must have normal color vision. Must meet retention medical/physical standards of Chapter 3, AR 40-501. Must be able to complete all military education requirements as determined by JFHQ-NC/NGB.

PLEASE READ DISCLAIMER: You, the applicant, are responsible for the completion and turn-in of your application, all contents, and attachments. Please insure that all required documents (As Applicable) on the checklist are included with your application. **INCOMPLETE APPLICATIONS WILL BE CONSIDERED "NOT QUALIFIED" AND, WILL BE RETURNED WITHOUT ACTION (RWOA).** **DEPLOYED APPLICANTS:** If you are deployed, submit a memo stating the following: you are deployed, tentative date of your redeployment and include all POC information – i.e. DSN phone numbers and all email address (es). The documents listed above must be enclosed (photocopies only – do not send originals) Applications and associated documents will not be considered for future vacancy announcements. Do not submit original documents. **MAIL APPLICATIONS TO:** NGNC-HRO-AGR, 1636 Gold Star Drive, Raleigh, NC 27607-3371. Applications must be received in the HRO Office or emailed to nq.nc.ncarng.mbx.hro-agr@mail.mil no later than 1630 hours (EST) on the closing date of the announcement. Applications must not be mailed using government-supplied envelopes or postage.

THE NORTH CAROLINA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation. Due to restrictions in assignment to certain units and MOSs some positions may have gender restrictions.

AGR APPLICATION CHECKLIST
AGR SOLDIERS

- _____ 1. OTAGNC Form 690-101, AGR Mobility Application, can be found at <https://nc.ng.mil/resources/careers/AGR%20Documents/Forms/AllItems.aspx>
(Include e-mail address at the top 1st page of NGB Form 34-1)
- _____ 2. Certified copy of ERB/ORB
- _____ 3. Personnel Qualification Record. (Pulled within the last 30 days)
- _____ 4. DA Form 705 reflecting latest APFT (must be current within 1 year)
_____ DA Form 3349 Physical Profile (for alternate APFT).
- _____ 5. DA 5500 (If Applicable)
- _____ 6. IMR (within 15 months)
- _____ 7. DA Form 7349 Annual Medical Certificate – Page 1 only (must be signed within 30 days).
<https://nc.ng.mil/resources/careers/AGR%20Documents/Forms/AllItems.aspx>
- _____ 8. DA Form 2166-8 NCOER / DA Form 67-8/9 OERs – last 3 (covering 36 months).
_____ SPC/E4 or a newly promoted SGT (Don't have 3 NCOERs), Need a letter of recommendation from Unit Commander or senior NCO (SFC/E7 or above).
- _____ 8. All DA 1059's
- _____ 9. Letter of Recommendation from Brigade AO.
- _____ 10. Current AGR Orders.

NOTE: Please insure that all required documents (As Applicable) on the checklist are included with your application. **INCOMPLETE APPLICATIONS WILL BE CONSIDERED “NOT QUALIFIED” AND, WILL BE RETURNED WITHOUT ACTION (RWOA).** Applications that have been returned without action will need to resubmit complete packets with the corrected documents before job announcement closes in order for their packet to be considered.